

☐ Check here if you used a preparer and do not want  
personal property forms mailed to you next year.

1997

Form 1  
Page 1

CHECK  
ONE

Type of Corporation	ID # Prefix	Filing Fee	Type of Other Business Entity	ID # Prefix	Filing Fee
<input type="checkbox"/> Domestic Stock	(D)	\$100	<input type="checkbox"/> Domestic Limited Liability Co.	(W)	- 0 -
<input type="checkbox"/> Foreign Stock	(F)	\$100	<input type="checkbox"/> Foreign Limited Liability Co.	(Z)	- 0 -
<input type="checkbox"/> Domestic Non-Stock	(D)	- 0 -	<input type="checkbox"/> Domestic Limited Partnership	(M)	- 0 -
<input type="checkbox"/> Foreign Non-Stock	(F)	- 0 -	<input type="checkbox"/> Foreign Limited Partnership	(P)	- 0 -
<input type="checkbox"/> Foreign Insurance	(F)	- 0 -	<input type="checkbox"/> Domestic Limited Liability Partnership	(A)	- 0 -
<input type="checkbox"/> Foreign Interstate	(F)	- 0 -	<input type="checkbox"/> Foreign Limited Liability Partnership	(E)	- 0 -

DATE RECEIVED

Make  
Address  
Corrections  
Here

Name of  
Business

Mailing  
Address

☐ Check here if  
this is a  
change of  
address

Type or Print  
Department I.D. Number Here

I.D. #  
PREFIX

DEPARTMENT ID NUMBER ID # <input type="checkbox"/> _____		FEDERAL EMPLOYER IDENTIFICATION NUMBER _____
DATE OF INCORPORATION OR FORMATION _____	STATE OF INCORPORATION OR FORMATION _____	FEDERAL PRINCIPAL BUSINESS CODE _____

SECTION I

- A. Is any business conducted in Maryland? \_\_\_\_\_ Date began \_\_\_\_\_  
(Yes or No)
- B. Nature of business conducted in Maryland \_\_\_\_\_
- C. Does the business own, lease or use personal property located in Maryland? \_\_\_\_\_. If No, skip SECTION II.  
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEMS D AND E BELOW

- D. Does the charter of the corporation authorize the issuance of capital stock? \_\_\_\_\_. If yes, include \$100 Filing Fee.  
(Yes or No)

- E. Names and addresses of officers (type or print):

OFFICERS

Names

Addresses

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Names of directors (type or print):

DIRECTORS

Names

Names

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INCLUDE DEPARTMENT I.D. NUMBER ON CHECK  
PLEASE STAPLE CHECK HERE

**BUSINESS TANGIBLE PERSONAL PROPERTY LOCATED IN MARYLAND**

EACH QUESTION MUST BE ANSWERED—SEE INSTRUCTIONS

ROUND CENTS TO THE NEAREST WHOLE DOLLAR

**1997**

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**SECTION II**

- A. IMPORTANT:** Show exact location of all personal property owned and used in the State of Maryland, including county, city, town, and street address. (P.O. boxes are not acceptable). This assures proper distribution of assessments. If property is located in two or more jurisdictions provide breakdown by locations by completing additional copies of Section II for each location.

<small>(Address, Number and Street)</small>	<small>(Zip Code)</small>	<small>(County)</small>
<input type="checkbox"/> <b>Check here if this location has changed from the 1996 return.</b> Is the property located inside the limits of an incorporated town? _____ <div align="center"><small>(Yes or No)</small></div>		
		<small>(Incorporated Town)</small>

- ① **Furniture, fixtures, tools, machinery and equipment not used for manufacturing or research and development.** State the original cost of the property by year of acquisition and category of property as described in the Depreciation Rate Chart on page 4. Include all fully depreciated property and property expensed under I.R.S. Rules.

Columns B through G require an explanation of the type of property being reported. Use the lines provided below. If additional space is needed, supply a supplemental schedule. Failure to explain the type of property will result in the property being treated as Category A property (See instructions for example). **Refer to Important Reminders and the 1997 Depreciation Rate Chart on page 4 for important rate and category changes.**

ORIGINAL COST BY YEAR OF ACQUISITION							
	A	SPECIAL DEPRECIATION RATES (SEE PAGE 4)					TOTAL COST
		B	C	D	E	F	G
1996							
1995							
1994							
1993							
1992							
1991							
1990							
1989 and prior							
TOTAL COST COLUMNS A-G →							

DESCRIBE B-G PROPERTY HERE:

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- ② **Commercial Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 1996 at cost or market value of merchandise and stock in trade. Include products manufactured by the business and held for retail sale. (Do not include raw materials or supplies used in manufacturing.)

Note: LIFO prohibited in computing inventory value.

Average Commercial Inventory \$ _____	Furnish from the latest Maryland Income Tax return: Opening Inventory - date _____ amount \$ _____ Closing Inventory - date _____ amount \$ _____
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- ③ **Manufacturing Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 1996 at cost or market value of raw materials, supplies, goods in process and finished products used in and resulting from manufacturing by the business. (Do not include manufactured products held for retail sale.)

Average Manufacturing Inventory \$ _____	Furnish from the latest Maryland Income Tax return: Opening Inventory - date _____ amount \$ _____ Closing Inventory - date _____ amount \$ _____
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- ④ **Boats, ships, and vessels** over 100 feet, and not regularly engaged in commerce outside of Maryland, should be reported on Line Item ①, Category G.

- ⑤ **Livestock** \$ \_\_\_\_\_ (Book Value) \$ \_\_\_\_\_ (Market Value)

- ⑥ **Vehicles** with Interchangeable Registrations (dealer, recycler, finance company, **special mobile equipment**, and transporter plates) and unregistered vehicles should be reported here.

ORIGINAL COST BY YEAR OF ACQUISITION	
1996	1994
1995	1993 and prior

Total Cost \$ \_\_\_\_\_

- ⑦ **Tools, machinery and equipment used for manufacturing:** State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under I.R.S. Rules.

If exemption is claimed for the first time, a manufacturer's exemption application must be submitted before this exemption can be granted. Contact the Department for an application.

ORIGINAL COST BY YEAR OF ACQUISITION			
1996		1992	
1995		1991	
1994		1990	
1993		1989 and prior	

Total Cost \$ \_\_\_\_\_

- ⑧ **Research and development (R&D) equipment & supplies.** If exemption is claimed for the first time, a research and development exemption application must be submitted before this exemption can be granted. Contact the Department for an application.

- ⑧A **Report R&D equipment purchased by year of acquisition.**

ORIGINAL COST BY YEAR OF ACQUISITION				
Year	A	D	Other	Total
1996				
1995				
1994				
1993				
1992				
1991				
1990				
1989 & prior				
Total cost				

- ⑧B **Report R&D equipment transferred from out-of-state locations into Maryland by year of acquisition.**

ORIGINAL COST BY YEAR OF ACQUISITION				
Year	A	D	Other	Total
1996				
1995				
1994				
1993				
1992				
1991				
1990				
1989 & prior				
Total cost				

- ⑧C **Report average cost of R&D materials & supplies** \_\_\_\_\_ Average Cost \$ \_\_\_\_\_

- ⑨ **Supplies and other tangible personal property** (not included in any item above).

- Supplies owned by the business \_\_\_\_\_ Average Cost \$ \_\_\_\_\_

- Other personal property \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

- ⑩ **Property owned by others and used or held by the business** as lessee or otherwise. Cost \$ \_\_\_\_\_

File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

- ⑪ **Property owned by the business but used or held by others** as lessee or otherwise. Cost \$ \_\_\_\_\_

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the original selling price of the property.

### SECTION III This Section must be completed if question C on page 1 is answered yes.

- A. Total Gross Sales, or amount of business transacted during 1996 in Maryland \$ \_\_\_\_\_

If the business has sales in Maryland and does not report any personal property explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

- B. If the business operates on a fiscal year, state beginning and ending dates: \_\_\_\_\_

- C. If this is the business' first Maryland Personal Property tax return, state whether or not it succeeds an established business and give name: \_\_\_\_\_

- D. Does the business own any fully depreciated and/or expensed personal property located in Maryland? \_\_\_\_\_

If yes, is that property reported on this return? \_\_\_\_\_ (Yes or No)

- E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? \_\_\_\_\_

If yes, reconcile it with this return. \_\_\_\_\_ (Yes or No)

- F. Has the business disposed of assets or transferred assets in or out of Maryland during 1996? \_\_\_\_\_ If yes, complete Form 4C (Disposal and Transfer Reconciliation). \_\_\_\_\_ (Yes or No)

### • PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING •

I declare under the penalties of perjury, pursuant to Tax-Property Article 1-201 of the Annotated Code of Maryland, that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN

PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE

**X**  
SIGNATURE OF PREPARER DATE

SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE

( )  
PREPARER'S PHONE NUMBER

( )  
BUSINESS PHONE NUMBER

**IMPORTANT REMINDERS**

- File the pre-addressed return to insure proper posting to your account.
- New depreciation rates on computer hardware and software now apply. See Depreciation Rate Chart, category D.
- Mainframe computers are now reported in category B.
- Most computer software is now exempt. See exemption section on page 2 of the instruction sheet.
- Property formerly in category B is now reported under category C.
- Property formerly in category D is now reported under category E.
- This return must be accompanied by Form 4A (Balance Sheet) or latest available balance sheet, and Form 4B (Depreciation Schedule), unless the business does not own any personal property in Maryland. All information on pages 2 and 3 of this report and supporting schedule are held confidential by the Department and are not available for public inspection. Page 1 is public record. Tax-Property Article 2-212.
- If you discontinued business prior to January 1, 1997, notify the Department immediately, stating to whom and the date all personal property was sold. If business is sold between January 1, 1997 and July 1, 1997, submit statement of sale, including value of personal property, date of sale, name and address of the buyer on or before October 1, 1997.
- This return must be signed by an officer or principal of the business.
- Make check for filing fee payable to Department of Assessments and Taxation or D.A.T. Place department I.D. number on the check.
- Place the department ID number on page 1 if the pre-addressed return is not used.

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**PENALTY CLAUSE****DO NOT PAY PENALTIES AT TIME OF FILING RETURN**

- **LATE FILING PENALTIES.** A business which files an annual return postmarked after the due date of April 15, 1997, will receive an initial penalty of 1/10 of one percent of the county assessment, plus interest at the rate of two percent of the initial penalty amount for each 30 days or part thereof that the return is late. The following minimum and maximum initial penalty amounts<sup>+</sup> apply:

<u>DAYS LATE</u>	<u>MINIMUM<sup>+</sup></u>	<u>MAXIMUM<sup>+</sup></u>
1-15	\$ 30	\$ 500
16-30	\$ 40	\$ 500
31 or more	\$ 50	\$ 500

\*plus interest

- Businesses which fail to file this report will receive estimated assessments which will be twice the estimated value of the personal property owned. In addition, failure to file this report will result in forfeiture of the charter or qualification of the corporation, or other business entity.

**DEPRECIATION RATE CHART FOR 1997 RETURNS****STANDARD DEPRECIATION RATE**Category A 10% per annum\*

All property not specifically listed below.

**SPECIAL DEPRECIATION RATES** (Use of the rates listed below apply only to the items specifically listed. Use Category A for all other assets.)Category B 20% per annum\*

Mainframe computers originally costing \$500,000 or more.

Category C 20% per annum\*

Autos (unlicensed), bowling alley equipment, brain scanners, carwash equipment, fax machines, contractor's heavy equipment (tractors, bulldozers), hotel, motel, hospital and nursing home furniture and fixtures (room and lobby), MRI equipment, mobile telephones, model home furnishings, music boxes, outdoor Christmas decorations, outdoor theatre equipment, photocopy equipment, radio and T.V. transmitting equipment, rental pagers, rental soda fountain equipment, self-service laundry equipment, stevedore equipment, theatre seats, trucks (unlicensed), vending machines (cigarette, candy, soft drink), x-ray equipment.

Category D 30% per annum\*\*

Data processing equipment, canned software.

Category E 33 1/3% per annum\*

Blinds, carpets, drapes, shades. The following applies to equipment rental companies only: rental stereo and radio equipment, rental televisions, rental video cassette recorders and rental video tapes.

Category F 50% per annum\*

Pinball machines, rental tuxedos, rental uniforms, video games.

Category G 5% per annum\*

Boats, ships, vessels (over 100 feet).

\* Subject to a minimum assessment of 25% of the original cost.

\*\* Subject to a minimum assessment of 10% of the original cost.

**OFFICE USE ONLY****DATE OF ASSESSMENT NOTIFICATION**


**DATE OF CERTIFICATION NOTIFICATION**
